

Your Position

Your job	Team Leader – Eastern Porirua Cadetship Programme Kaiārahi Rōpū – Te Kaupapa Pia o Porirua ki te Rāwhiti
Your group	Infrastructure
Your team	Parks
Your manager	Programme Manager – Eastern Porirua Cadets, Tash Graham
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

The Infrastructure group comprises four teams: Parks & City Services, Transport, Water Services and Waste. The Group is responsible for a significant portion of the Council's customer interactions and budget spend as people work, live and play in Porirua.

The Parks team is a high performing, multifunctional team responsible for a wide range of business outputs. We provide outdoor sport, recreation and play opportunities, protect and enhance our natural environment and work in partnership with our sporting, recreation and environmental communities.

Your purpose

The Team Leader – Eastern Porirua Cadetship Programme's role is to:

- Lead operations, coordinate and supervise local cadets in restoration work programme; including nursery work, vegetation control, weed control, asset repair and maintenance and carry out the revegetation preparation, planting and aftercare
- Implement the plans, schedule and maintenance cycles throughout the project.
- Provide a cohesive & efficient learning environment for the Cadets
- Support and assist the Programme Manager

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• 2 Senior Cadets
Your indirect reports	<ul style="list-style-type: none">• Up to 7 Cadets
External people and groups	<ul style="list-style-type: none">• Te Rūnanga o Toa Rangatira• Project Partners.• Government, public organisations, businesses, other local authorities• Members of the public and local community organisations• Contractors, consultants and suppliers• Training and education providers
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation.

Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> • Be responsible for the daily in field leadership and supervision of the Cadet team and any seasonal staff. • Coach, mentor, train and encourage team members to achieve the team's work programme and to support individual team members to achieve their full potential in the workplace. • Assist in the daily performance management of the Cadets and Senior Cadets to ensure a high performing team
Operational Delivery	<ul style="list-style-type: none"> • Lead and coordinate the team to deliver scheduled maintenance for the Programme • Assist the Programme Manager with planning management, and coordination • Lead the cadets to undertake the vegetation preparation including nursery operations, planting and maintenance programmes • Prepare, plant and maintain revegetation areas and restoration sites through, manual, mechanical and chemical weed control • Carry out pest plant and animal control • Onboard, support and train cadets • Plan & implement growth control programmes by mechanical and chemical means • Effectively communicate verbally and written with team members, the community and project partners • Ensure all administration is completed accurately and on time including all timesheets, vehicle maintenance forms, work schedules, annual leave and wellness forms • Ensure that all work is carried out in accordance with the Council's various Policies and external regulatory & legislative requirements • Supervise and work alongside any operational work with community groups, volunteers, school groups and organisations as required • Actively participate in relevant training and development for your personal and professional development • Foster a culture of continuous improvement • Undertake special projects and tasks as requested by the Manager Urban Ecology
Relationship Management	<ul style="list-style-type: none"> • Contribute positively to team culture through clear and respectful communication and support cadets and colleagues by sharing knowledge and experience. • Provide friendly, positive and professional customer service always, and foster positive, constructive and professional relationships with key internal and external stakeholders. • Work with Community Groups and internal/external stakeholders to facilitate the planting, clearance and maintenance of sites; including community planting days, stream clean ups etc.

Health and safety	<ul style="list-style-type: none"> • Understand and apply health, safety and risk management in accordance with Council's risk management framework and relevant legislation. • Take responsibility for your work environment; identify, assess, and manage hazards and risks to ensure they are addressed. • Encourage and support the identification, assessment, management, reporting and monitoring of hazards and risks to ensure they are addressed. • Recognise when to escalate issues. • Take reasonable care that what you do or don't do does not adversely affect the health and safety of other people. • Take reasonable care of your own health, safety, security, and wellbeing. • Foster a safe environment for staff, volunteers, and community groups and or participants in activities or events. • Ensure all health, safety and security incidents are reported. • Encourage others to report health and safety incidents and risks. • Cooperate with any reasonable workplace health and safety policy or procedure. • Comply with any reasonable instructions given.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • 3 or more years of practical experience in ecological restoration or revegetation • Effective team leadership skills and/or coaching and mentoring experience. • A level 4 Certificate in Conservation, Horticulture, Environmental Management or equivalent qualifications • A practical, hands-on approach and enjoy working outdoors in all weather and terrain. • Growsafe introductory certification and willingness to progress levels • The ability to supervise staff to ensure programmed maintenance schedules are carried out • A current New Zealand Full drivers' licence • Able to meet the physical demands of the role • Ability to work as a member of a team and strong relationship management skills • Competency in administrative tasks, with good literacy and the ability to use computers and digital systems effectively. • The ability to work well in a team and communicate clearly. • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues.
It'd be great if you also have:	<ul style="list-style-type: none"> • Plant identification skills • New Zealand Diploma in Environmental Management – level 5 or other further education in ecological restoration • Familiarity with Eastern Porirua and its communities. • Experience in training and/or working with young people • Approved handlers certificate • Experience using field maps, GPS mapping, survey123, and other tools to support best practice • Experience in health & safety management in the workplace. • Workplace assessor qualification for Horticulture.

Last updated December 2025



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.